



CONTRACT DATA SHEET

Monroe County Division of Purchasing
200 County Office Building, Rochester NY 14614

TITLE: ELECTRICAL CONSTRUCTION SERVICES

CONTRACT #: 0514-05

CONTRACT DATES: 08/11/05 – 07/31/08

BUYER: Mary Ann Wood
PHONE: 585/753-1135
FAX: 585/753-1104

VENDOR(S): Eastcoast Electric, LLC
546 Lyell Avenue
Rochester, NY 14606
Phone: 585/647-0110

New Hourly Rates effective 6/1/08

TERMS AND CONDITIONS

<u>BID ITEM:</u>	ELECTRICAL CONSTRUCTION
<u>FOR:</u>	VARIOUS MONROE COUNTY DEPARTMENTS AND AGENCIES
<u>DUPLICATE COPIES</u>	Please submit your bid in duplicate; the original and one (1) copy.
<u>BID INFORMATION</u>	At the time of bid, the bidder shall supply detailed specifications covering the service contained herein, and shall clearly indicate any areas in which bid does not fully comply with the specifications contained herein.
<u>SUBMITTAL OF FORMAL PROPOSAL</u>	<p>Bid proposal must be legible and submitted in the original form, bearing an original signature. COPIES AND FACSIMILES ARE NOT ACCEPTABLE.</p> <p>All bidders must submit proof that they have obtained the required Worker's Compensation and disability benefits coverage or proof that they are exempt.</p>
<u>SPECIFICATION ALTERATIONS:</u>	Specifications will be construed to be complete and be considered the entire description of the goods or services upon which Monroe County is now seeking bids. Only formal written addenda can materially alter this set of specifications. No verbal statement made by a Monroe County employee or anyone else is binding nor shall such statement be considered an official part of this public bid proposal.
<u>BID SECURITY:</u>	<p>The Bidder must supply with the Bid Proposal a Bid Security in the amount of 5% of the TOTAL. The security can be in the form of a Certified Check, Bank Draft, Standard Form of Irrevocable Letter of Credit, or Bid Bond. The Bid Bond shall be secured by a guaranty or Surety Company authorized to do business in the State of New York as a surety. <u>No proposal will be considered unless it is accompanied by the required security.</u> Certified Checks or Bank Drafts must be payable to the order of "Monroe County Director of Finance".</p>
<u>QUANTITIES:</u>	The quantities listed on the unit price sheet are the estimated total annual requirements . These estimates should not be construed to represent guaranteed maximum or minimum quantities to be purchased during the contract period. All unit prices bid will be extended for the actual number of units purchased.
<u>WAGE RATES:</u>	Pursuant to the provision of Section 220-A of the New York State Labor Law, as amended, the Contractor (and his Sub-Contractors) will be obligated to pay all workers in the covered classes the applicable prevailing wage rates and supplements. The minimum hourly wage rate to be paid the various classes of labor performing work under this contract shall be in accordance with schedules which have been established, or may hereafter be established or increased, by the New York State Department of Labor during the contract term.
<u>QUALIFIED BIDDER:</u>	Each bidder must be prepared to present satisfactory proof of his capacity and ability to perform this contract. Such proof may include, but is not limited to, an inspection of the bidder's facilities and equipment, financial statements, references and performance of similar contracts. The Purchasing Manager reserves the right to reject any bid where the

bidder cannot satisfy the County as to his ability to perform. Monroe County reserves the right to reject any and all bids if the Monroe County Purchasing Manager deems said action to be in the best interests of Monroe County.

EMERGENCY WORK REQUESTS:

The Contractor must maintain a telephone number when he can be reached twenty-four (24) hours per day, seven (7) days per week.

METHOD OF AWARD

Monroe County intends to award the bid to the lowest responsive and responsible bidder, based on the **Total**. Vendors must bid on all lines in order to be considered. The County reserves the right to reject any and all bids if the Purchasing Manager deems said action to be in the best interest of the County.

CONTRACT TERM:

Contract will start with the date of the contract award and run through July 31, 2006, with the option to renew the contract up to four (4) additional twelve (12) month periods at the mutual consent of both parties.

PRICE INCREASE:

The labor rate per hour shall remain firm for the contract term unless established wage schedules are increased by the New York State Department of Labor. In the event such wages are increased by NYSDOL, the Contractor's labor rate per hour may be increased at a percentage exactly equal to that of NYSDOL wage schedules.

However, during the first year of the contract the bid prices shall remain in effect; thus, no increase will be allowed until the publication of the 2006 New York State wage rates.

MINIMUM ORDER:

No minimum order is specified for this contract. Agencies must be able to order as needed, **Political subdivisions and others authorized by law may participate in this contract.**

PURCHASE ORDER ISSUANCE:

No work shall proceed against nor shall any items be delivered against this contract until the Contractor has received a purchase order or a purchase order number. **Items supplied or services rendered that are not part of this contract will not be paid for by Monroe County.**

HOURLY RATE:

The Contractor shall be paid for the number of hours actually expended at the job site times the labor rate per hour as bid. Overtime rate shall be defined as time and one half of the hourly rate after eight (8) hours per day and on Saturdays (1.5 x labor rate per hour). Double time shall be defined as double the hourly rate for Sundays and holidays (2 x labor rate per hour).

MATERIAL COSTS:

All materials shall be itemized on each invoice and billed at five **percent (5%)** above the Contractor's cost. Each item must include a full description including manufacturer, stock number, and unit price. The County reserves the right to audit the Contractor's records to determine that the County is being charged no more than five percent (5%) of the Contractor's cost.

**WRITTEN
ESTIMATES:**

In every instance that the Contractor anticipates that a job may cost \$1000.00 or more, the Contractor must, prior to commencing work, give a written estimate for the work to the ordering department, at no charge to the ordering agency. The estimate must show labor and materials cost. The County reserves the right to independently purchase any equipment or supplies needed to execute a project conducted under this contract. The Contractor may not proceed with the work until approval is given by the ordering department. If the estimate is considered too high, the County maintains the option of obtaining open market quotations, providing materials or changing the scope of the work. In any job where the estimate is twenty thousand dollars (\$20,000) or more, the vendor must obtain approval of the Purchasing Manager or his designee. The County also maintains the right to cancel a request.

**BILLING
PROCEDURE:**

All invoices for items sold to any authorized agency as a result of this contract must be billed in the following manner: Purchase Order #, Quantity, Description of Item Purchased, BP#, Item #, Extension and Total. **ALL INVOICES MUST BE MARKED WITH THE PURCHASE ORDER NUMBER. INVOICES WITHOUT THIS INFORMATION WILL NOT BE PROCESSED FOR PAYMENT.**

**CERTIFIED PAYROLL
RECORDS:**

Contractors are required to deliver subscribed and sworn payroll transcripts to the County of Monroe within 1 week after issuance of the first payroll and every 1 week thereafter. The transcript shall be accompanied by a statement under penalty of perjury signed by the Contractor indicating that the payrolls are accurate and complete, that the wage rates contained therein are not less than those determined by the New York State Department of Labor, and that the classifications set forth for each laborer or mechanic including apprentices and trainees, conform with the work performed. In federally aided projects the higher of the federal or New York State Wage Rates shall apply.

**PERFORMANCE
BOND**

The successful bidder shall procure, execute and deliver to the Owner and maintain at his own cost and expense a Performance Bond in the amount of one hundred thousand dollars (\$100,000), a surety company approved by the Owner and authorized to do business in the State of New York as a surety. The security can be in the form of a Certified Check, Bank Draft, Standard Form of Irrevocable Letter of Credit, or Performance Bond

**SECURITIES AND
INSURANCE**

Any Certificate of Insurance, Bonds, or other forms of security required by this bid are to be submitted to the Purchasing Manager no later than ten (10) normal business days following the date of notification of award. Documents must be received by the close of business, 5:00 PM, on that day.

**UNCONTEMPLATED
PURCHASES:**

Monroe County reserves the right to request separate bids for such quantities of items on this contract that may be best procured via separate public bid offering and to otherwise act in furthering its own best interests.

**COMPLIANCE WITH
THE LAW**

The Contractor agrees to procure all necessary licenses and permits. The Contractor shall comply with all laws, rules, and regulations pertaining to the payment of wages and all other matters applicable to the work performed under this contract.

SUBCONTRACT:

The Contractor shall not subcontract any work without first obtaining the written consent of the Purchasing Manager of the County of Monroe.

RELATED ITEMS:

The County reserves the right to add related items to this contract during the contract term upon agreement by both parties as to the price. Approval must be given in writing by the Purchasing Manager.

**REPORT OF
PURCHASE:**

The Contractor must, upon request, provide the County Purchasing Manager with detailed information showing how much of each item was delivered, to any and all agencies under this contract. This includes deliveries to not only the County but any other municipality or agency which orders from this contract.

OTHER AGENCIES:

The Contractor(s) must honor the prices, terms and conditions of this contract with political subdivisions, school districts, fire districts, or other district or public authority located entirely or partly within Monroe County. Usage of this contract by any of these other political subdivisions or agencies, or corporations will have to be coordinated between that subdivision or agency or corporations and the contractor. Orders placed against this contract between any subdivision or agency or corporation will be contracts solely between the Contractor(s) and those entities. Monroe County will not be responsible for, nor will it have any liability or other obligation for, such contract between the Contractor(s) and any third party.

INDEMNIFICATION:

The Contractor agrees to defend, indemnify and save harmless the County, its officers, agents, servants and employees from and against any and all liability, damages, costs or expenses, causes of action, suits, judgments, losses and claims of every name not described, including attorneys' fees and disbursements, brought against the County which may arise, be sustained, or occasioned directly or indirectly by any person, firm or corporation arising out of or resulting from the performance of the services by the Contractor, arising from any act, omission or negligence of the Contractor, its agents and employees, or arising from any breach or default by the Contractor under this Agreement. Nothing herein is intended to relieve the County from its own negligence or misfeasance, or to assume any such liability for the County by the Contractor.

BP#0514-05
ELECTRICAL CONSTRUCTION SERVICES
SPECIFICATIONS

GENERAL

1.1 SCOPE

It is the intent of the County to contract with a qualified electrical contractor for electrical construction services on systems operated by the County and located within Monroe County. The Contractor will be required to work either independently or in conjunction with County personnel responsible for such electrical systems. Specific work to be performed by the Contractor will be at the direction of the County and will be paid on a time and materials basis.

1.2 SERVICE LOCATIONS

The contract resulting from this bid will be available to all Monroe County departments and political subdivisions. The primary County departments who utilize this contract includes: Department of Environmental Services (DES), Greater Rochester International Airport, Engineering (Maintenance and Construction), Parks Department, and Sheriff's Department.

1.3 BIDDER QUALIFICATIONS

No bid will be considered unless the person or organization submitting the bid can meet the following minimum qualifications:

- a. Must have in operation a mobile commercial service organization complete with operations base possessing the capability and capacity reasonably sufficient to furnish satisfactory performance of the contract.
- b. Must employ at least one (1) tradesman who possesses a Master Electrician License as issued by the City of Rochester.
- c. Must have demonstrated access to a qualified labor pool sufficient to satisfy the project requirements.
- d. Have the capability of managing multiple jobs simultaneously.
- e. On demand, must be able to produce documentation or other evidence demonstrating ability to comply with the terms, conditions and specifications of this proposal. In all cases, the decision of the County Purchasing Manager will be considered final.

1.4 **APPLICABLE CODES, STANDARDS AND REFERENCES**

All inspections and tests shall be in accordance with the following codes and standards except as provided otherwise herein.

- a. National Electrical Manufacture's Assoc. - NEMA
- b. American Society for Testing and Materials – ASTM
- c. Institute of Electrical and Electronic Engineers – IEEE
- d. International Electrical Testing Assoc. – NETA
- f. Maintenance Testing Specifications – MTS-1989
- g. American National Standards Institute – ANSI C2: National Electrical Safety Code
- h. State and local codes and ordinances.
- i. Insulated Cable Engineers Assoc. – ICEA
- j. Association of Edison Illuminating Companies – AEIC
- j. Occupational Safety and Health Administration – OSHA
- k. National Fire Protection Assoc. – NFPA
 - 1. ANSI/NFPA 70: National Electrical Code
 - 2. ANSI/NFPA 70: Electrical Equipment Maintenance
 - 3. NFPA 70E: Electrical Safety Requirements for Employee Workplaces
 - 4. ANSI/NFPA 78: Lighting Protection Code
 - 5. ANSI/NFPA 101: Life Safety Code

1.5 **SERVICE CALL HOT LINE**

The Contractor will be required to furnish a permanent twenty-four (24) hour, seven (7) days a week, manned service call telephone number for use by the County when it requires service.

1.6 **STANDARD PRODUCTS**

All materials, equipment and accessories provided shall be new and unused, shall be essentially the standard product of a manufacturer regularly engaged in the production of such material or equipment, and shall essentially duplicate material or equipment that has been in satisfactory operation at least five (5) years. Where applicable the products used should be compatible with existing systems. The County reserves the right to reject any material, equipment or equipment manufacturer.

1.7 **QUALITY CONTROL AND SAFETY**

- a. All materials must comply with manufacturer specifications.
- b. Contractor must have in use a Quality Control Procedure.
- c. Contractor must have in use a written safety program with a full time Safety Coordinator.
- d. The Contractor must show that he is capable of providing staff that has the following training and certifications:
 - Panduit Certification
 - Asbestos Handler Certification
 - Hubbell Certified
 - Ten Hour OSHA Training Course
 - Hazard Communication
 - Lockout – Tagout
 - Confined Space Entry
 - Respirator and Heating Conservation

1.8 MATERIALS AND REPLACEMENT PARTS REIMBURSEMENT

Cost for materials and replacement parts incorporated in the work will be reimbursed at the Contractor's net cost plus **five percent (5%)**. It is expected that for routine jobs the contract vendor will use materials from their own stock. Such items will be charged at the Trade Service Price (+5%) in effect at the time the materials are used. The vendor shall not be required to submit individual invoices for such material, but is expected to maintain supporting documentation for these material charges.

When material or equipment is required for a particular job, which are not standard stock material, the vendor must submit a copy of their invoice showing the amount paid. The vendor will charge the standard 5% mark up for these items.

The County reserves the right to conduct an audit or to request documentary evidence to substantiate any prices billed for materials. The County may elect to provide materials from County supply contracts. The Contractor shall maintain timely records of all materials furnished by the County or the Contractor and installed as part of the work order. The County will perform routine audits of these records. The County will not reimburse the contractor for any sales tax.

1.9 TIME CHARGES

- a. The time for each service call will be computed from the time of arrival to time of completion of the service call at the job site.
- b. All time to be computed to the nearest half-hour.
- c. All time charges shall be computed using proposed wage rates. Starting time of 8:00 a.m. and ending at 4:30 p.m., Monday through Friday, unless otherwise prearranged with the County's project manager.

d. There shall be no charge for estimates.

1.10 WORK ORDER FORM – ATTACHED

All work will require the completion by the County's project manager of a job work order form (follows). No work shall commence until a purchase order has been assigned to the work order form. The Contractor's job foreman must obtain the complete form from the County's project manager before beginning work.

It is the intent of the County of Monroe to match each *work order form* and *purchase order* for administrative clarification purposes.

ELECTRICAL CONSTRUCTION SERVICES

WORK ORDER FORM

Purchase Order # _____

Work Order # _____

Project ID

Name: _____

Location: _____

Scope of Work and Location

Description: _____

Start Date: _____

Estimated Time: _____

Crew Requirements: _____

Materials: _____

Special Equipment: _____

Safety and Operational Considerations: _____

Inspection: New York Board of Fire Underwriter's or Middle Department Inspection Agency.

Funding Source

Department Name: _____

Billing Address: _____

Funding Source: _____

Fund

Agency

Org

Obj.

Project (Cap. Only)

Approvals

Project Manager/Contact Person: _____ Date: _____

Telephone Number

Contract Administrator: _____ Date: _____

Telephone number

1.11 SERVICE REPORT

The Contractor shall provide a daily time-and-materials report. These original daily reports attached to the Contractors invoice will be the only basis for payment by the County. These reports must be reviewed by and signed by the County's project manager or they will not be accepted. The report sheets shall list as a minimum:

- Name of each employee
- Number of hours per employee
- Brief statement of work performed
- Materials used
- Equipment used
- Labor rate(s) 1 hour
- Work Order Number

1.12 CLEAN-UP

The Contractor shall at all times keep the premises and site free from accumulations of waste material or rubbish caused by his employees or work. At the completion of the work he shall remove all rubbish so caused from and about the site of the work.

1.13 PROTECTION OF PROPERTY

- a. The Contractor shall be responsible for the preservation and protection of property adjacent to the work site against damage or injury as a result of his operation under this Contract. Any damage or injury occurring on account of any act omission or negligence on the part of the Contractor shall be restored in proper and satisfactory manner or replaced by and at the expense of the Contractor.
- b. It is the Contractor's responsibility to make himself aware of and comply with such safety regulations as may be required by jurisdictional agencies and shall at all times conduct his operations so as to avoid and eliminate any unsafe conditions created by his operations.

1.14 TOOLS

The Contractor is expected to have on hand sufficient and proper tools of the trade to facilitate the work and handle all emergencies normally encountered in work of this character.

The following is a list of tools that the Contractor shall have:

- a. Standard Electrician's hand tools
- b. Conduit benders (Manual & Hydraulic) up to 4"

- c. Conduit threaders up to 4"
- d. Test equipment – e.g. D.M.M., Amprobe Megger
- e. Standard wiring pulling devices
 - 1. Fish tape
 - 2. Vacuum/blower
 - 3. Power cable puller
- f. Ladder – up to 30 foot extension
- g. Crimpers (up to 500 MCM)
- h. Cable cutting equipment (up to 500 MCM)
Power hand tools – e.g. Sawsall, power hand drill, hammer drill, and hand held band saw

In addition, if any specialized tools or medium/high voltages test equipment is needed, the County will reimburse the Contractor for the **actual cost** of the rental. There shall be no material mark-up. The Contractor shall notify the County before the actual renting of such equipment occurs and shall supply information in writing regarding rental costs and duration of rental.

1.15 TRANSPORTATION AND SPECIAL VEHICLES AND EQUIPMENT

The Contractor's craftsmen shall have their own transportation suitable for transporting crew and materials to the job site. Specialized vehicles may be required for some work. The County will reimburse the Contractor for the **actual** cost of such specialized vehicle and/or equipment. The Contractor shall notify the County before the actual renting of this equipment occurs and shall supply information in writing regarding rental costs and duration of rental. The County may elect to provide special vehicles and/or equipment directly.

1.16 WORK TO BE PERFORMED

The Contract shall cover but not be limited to the following electrical construction disciplines:

- A. General electrical maintenance most of which involves voltages of less than 600 volts.
The tasks call for:
 - Installing and troubleshooting electric motors and their controls. The motors are single and three phase and run from fractional to 1500 H.P.
 - Familiarity with Instrumentation Equipment and systems including standard interfacing procedures (e.g. 4-20 mA current loops, 1-5 VDC interface, RS232 and RS422 wiring configurations).

- Familiarity with the following systems:
 - a. Adjustable Frequency Drives
 - b. Soft-Start Controllers
 - c. Programmable Logic Controllers
 - d. Telephone systems
 - e. Data systems
 - f. Security systems
 - g. Fire Alarm systems

Must on demand be able to produce documentation or other evidence demonstrating ability to comply with the above requirement. In all cases, the decision of the County Purchasing Manager will be considered final.

B. Power Cable Replacement and Repair

These cables transmit power with voltages of 2.3, 4.16, 12.3 and 34.5 kilovolts. The Contractor must be capable of performing the following:

- a. Have the capability to repair, install and test all cables.
- b. Locate and isolate cable faults.
- c. Install high voltage cable splices and terminations.
- d. Perform work on immediately connected switchgear and transformers.

It is mandatory that the County receive copies of all test reports generated during this type of labor.

C. Sub Station installation and repair (County supplied materials)

- a. Transformer replacement
- b. Circuit breaker repair and replacement
- c. Power logic
- d. Relay and overcurrent protection schemes
- e. Grounding systems
- f. Overhead switches and fuses

D. Emergency generating and back-up power installation (County supplied materials)

- a. Posi Lock installation
- b. UPS systems
- c. Batteries

1.17 CONTRACTOR EXPERIENCE

In submission of the proposal for the Contract, the Contractor hereby undertakes a fiduciary responsibility to the County to ensure that the Contractor's expenditures, use of labor, subcontracts, rental, purchases and allocations are fair, reasonable, properly allocable, in the County's best interest, and are at the lowest possible cost consistent with the proper completion of the work hereunder.

In this connection, the Contractor shall submit a statement of past and present experience on similar contracts. Such statements shall include, but not necessarily be limited to:

1. Name and address of Owner.
2. Name and telephone of Owner contact.
3. Scope of work.
4. Duration of contract.
5. Approximate dollar value.
6. Types of contractors with whom the Contractor was required to coordinate its work.

The Bidder shall have at least five (5) years successful experience in construction work in such capacity as is equivalent to this contract.

1.18 SECURITY

Employees of the Contractor will be required to meet the Federal Aviation Administration (FAA) security requirements for working at the Airport, and the Sheriff Department's requirements to work in the Hall of Justice and the Appellate Court.

2.0 STATEMENT OF QUALIFICATION

The Contractor shall furnish at bid time the names of necessary qualified project managers, construction superintendents, and foremen satisfactory to the County to be in charge and direct the contractor's personnel, subcontractors, and the work assigned to the Contractor.

These superintendents shall be on a continuous responsibility basis. (i.e. for purpose of this section continuous responsibility is defined as being available for emergencies on a 24 hour basis without additional compensation.) The County's project manager has the right to have staff reassigned.

Manpower Requirements

Recognizing that the scope of this contract is intended to provide construction services on larger construction projects, the bidder shall have access to a labor pool of qualified manpower sufficient to satisfy the project requirement. Due to the duration of the work and the turn around time that may be required, the Contractor may be required to provide up to 7 master electricians and a total staff of 35 electricians of different grades. The Contractor shall submit a brief narration statement indicating how he would be able to obtain said manpower.

BP0514-05
ELECTRICAL CONSTRUCTION

ITEM	DESCRIPTION	UNIT	RATE
01	ELECTRICAL CONSTRUCTION –MATERIAL CHARGE	DL	\$1.00
02	ELECTRICAL CONSTRUCTION – 1 ST YEAR APPRENTICE	HR	\$27.99
03	ELECTRICAL CONSTRUCTION – 2 ND YEAR APPRENTICE	HR	\$37.65
04	ELECTRICAL CONSTRUCTION – 3 RD YEAR APPRENTICE	HR	\$40.42
05	ELECTRICAL CONSTRUCTION – 4 TH YEAR APPRENTICE	HR	\$44.88
06	ELECTRICAL CONSTRUCTION – 5 TH YEAR APPRENTICE	HR	\$49.07
07	ELECTRICAL CONSTRUCTION – JOURNEYMAN	HR	\$57.42
08	ELECTRICAL CONSTRUCTION – FOREMAN	HR	\$61.66
09	ELECTRICAL CONSTRUCTION – JOURNEYMAN - B-SHIFT	HR	\$64.81
10	ELECTRICAL CONSTRUCTION – GENERAL FOREMAN	HR	\$65.91
11	ELECTRICAL CONSTRUCTION – 1 ST YR APPRENTICE-OVERTIME	HR	\$37.62
12	ELECTRICAL CONSTRUCTION – 2 ND YR APPRENTICE- OVERTIME	HR	\$48.08
13	ELECTRICAL CONSTRUCTION – 3 RD YR APPRENTICE- OVERTIME	HR	\$53.23
14	ELECTRICAL CONSTRUCTION – 4 TH YR APPRENTICE- OVERTIME	HR	\$59.94
15	ELECTRICAL CONSTRUCTION – 5 TH YR APPRENTICE- OVERTIME	HR	\$66.20
16	ELECTRICAL CONSTRUCTION – JOURNEYMAN – OVERTIME	HR	\$78.73
17	ELECTRICAL CONSTRUCTION – FOREMAN – OVERTIME	HR	\$85.10
18	ELECTRICAL CONSTRUCTION – GENERAL FOREMAN – OVERTIME	HR	\$91.47
19	ELECTRICAL CONSTRUCTION – FOREMAN – B SHIFT	HR	\$69.97
20	ELECTRICAL CONSTRUCTION – GENERAL FOREMAN – B SHIFT	HR	\$74.85

MONROE COUNTY PURCHASING Vendor Performance Survey

Contract Title:

Contract Number:

Vendor:

Please rank the vendor performing the contract specified on a scale from "1" to "10" with "1" being poor, "5" average and "10" excellent. Please include any additional comments or suggestions in the space provided below. Monroe County Purchasing appreciates your input.

	Poor				Average					Excellent
	1	2	3	4	5	6	7	8	9	10
Item(s) supplied met specifications										
Product provided value (taking into account price, quality, etc.)										
Timeliness of delivery										
Completeness and accuracy of order										
Ability to contact representatives of vendor when needed? (If unavailable was call back prompt?)										
Invoices received promptly and accurately										
Recommendations received from the vendor (ie. product information, cost saving strategies, ideas for better use of resources, etc.)										

Survey Completed by:

Name: _____

Title: _____

Agency: _____

Telephone: _____ Fax: _____

E-mail: _____

Please submit this survey to Monroe County Purchasing